Form Procedures
All Missouri Department of Natural Resources forms should be coordinated through the Division Information Officer. The DIO will coordinate with the department's Form Coordinator, Lorisa Smith, in the Office of Communications. You may contact Lorisa at 573-751-9518 and by fax at 573-526-3444 or contact your DIO for questions regarding the procedures.

General Information
A form is any document, transparent plate or film containing information, printed, generated, or reproduced by whatever means, with blank spaces left for the entry of additional information by the public to be used in any transaction involving agencies of the state.

The Office of Administration's State Printing has given the department approval to maintain and generate all forms for the department. The department will continue to follow OA's design guidelines when creating and editing forms. The department has assigned a form coordinator within each division. The Division of Environmental Quality and Field Services Division have assigned a form coordinator within each program and region. Each program or division form coordinator should work through their appropriate DIO to edit all new and revised forms. A list of form coordinators can be found on the Intranet at:
http://www.dnr.mo.gov/central/forms/form_contacts.pdf.

OA's State Printing has given the department approval to use the department logo instead of the state seal. The department has been using this logo for several years and will continue to do so. The department will also use gray shaded headlines instead of solid black to reduce the amount of toner used when printing or coping forms. The rest of the forms will be consistent with OA State Printing's guidance.

Forms must be created in a Word-fill-in-able format. Each program or division form coordinator will create the Word document. This document must be given to the DIO for review and to post to the Web to allow easy access for the public. The public will be able to fill-in the document and save the form for future use. A PDF should also be created from the Word-fill-in-able document and will be placed on the department's Web site for easy access for the public. The DIO will create the PDF document. The DIO must create the PDF before turning on the Form Field Shading option and must save the PDF at 600 dpi to ensure high-quality printing. The DIO will then forward the PDF and the Word-fill-in-able document to the department's Form Coordinator to place on the department's Web site.

Procedures for Developing a New Form
All forms should be coordinated through the appropriate program or division form coordinator. If the program has a public information staff person, they should review the form first. After the program has approved the form, the necessary paperwork and electronic file should be sent to the appropriate DIO. If the program does not have a

public information person, then the program form coordinator should sent the documents to the appropriate DIO. The DIO will review and approve the form and call the department's Form Coordinator to receive a form number. The DIO will add the form number and date (00/00) to the document, password protect the document, create a PDF document and then forward the PDF and Word-fill-in-able document to the department's Form Coordinator to post to the Web.

Procedures for Printing a Form
The majority of the department's forms are no longer printed but rather posted on the Web for public access. If, however, a division or program needs a form printed, please use the following procedures. The program or division form coordinator must fill out a Printing Requisition form. This form can be downloaded from Office of Administration's Web site at www.oa.mo.gov/gs/form/fm_guide.htm. The forms can be found under Universal Forms Index and then Miscellaneous.

The program or division form coordinator should fill out a printing requisition form if copies are required. The printing requisition should be included with the initial document that is sent to the DIO. The DIO will forward the printing requisition form and a high-resolution PDF, or a working file if appropriate, to the department form coordinator for printing. The department Form Coordinator will assign the printing requisition number and authorize the printing. The form coordinator will then forward the paperwork to OA State Printing. After OA State Printing completes the printing, the department form coordinator will receive the copies. The department form coordinator will document OA's Job Number assigned to the form printing project and then forward the printed copies to the program.

Revised Forms
The program or division form coordinator will make the necessary changes to a form in the Word-fill-in-able document. The Word-fill-in-able form should then be sent to the appropriate Division Information Officer for final approval and post to the Web. The DIO will change the date at the bottom of the form to denote the changes. If the program or division form coordinator has not created a Word-fill-in-able document for the form, they will need to create one and use the same form number that exists on the old form. The program form coordinator will then forward the document to the DIO for final review and post to the Web. The program or division form coordinator may find the Word-fill-in-able template and instructions on the department's Intranet at www.dnr.mo.gov/central/forms/forms.htm.